

## Notes on Logging

1. Logging at first point of receipt impossible if mail is fwd'd unopened to action desk from mail room

2. Logistics excepts certain documents from being logged in Registry based on subsequent logging or record keeping at subordinate points

STAT

3. OST  logs every piece of Conf & Secret material. Absolutely no exceptions.

Notes on PSD Asst.

1. Check on RC suppl. Dist.
2. Check with OTR on freq of  
OTR Bulletins

STAT

3



in Admin.  
Adm. Plant.

OTR Publications Distributed  
from.

OTR Bulletin -  distributes STAT  
to Agency

OTR Catalog - (Same)

OTR Special Bulletins - OTR Dist  
to Agency

Studies in Intell -  STAT

NIE  
S NIE  
NIS's

NIS Gazetteer  
Approved For Release 2005/11/21 : CIA-RDP70-00211R000700130038-8  
NIS Weekly Report } Admin Dist

# PSD Disseminated Publications

STAT

① Publication	② Frequency	③ Dist Pt	④ Copies	⑤ Total
1. SNIE	Wkly	27	195	1404/10,040
2. NIE	"	28	199	1456/10,348
3. RR/GR Series	Mthly	20	130	240/1,560
4. Intell Pub. Index (IPI	Mthly	34	180	408/2160
5. SRS (Senior Research Staff)	"	30	245	360/2940
6. SI Reports	Daily	21	137	5,250/34,250
7. PIC Reports	Bi-Wkly	17	55	442/1,430
8. NIS Gazetteer	Semi-Annual	22	387	44/774
9. Broadcast Reception Report	Monthly	12	67	144/804
10. PIC Briefs (Sec 7)	Bi-Weekly	15	56	390/1,456
11. Electromagnetic Warfare Brief	Monthly	11	50	132/600
12. RR/GR Series	Monthly	18	119	216/1428
13. SI Digest	Weekly	33	184	1716/9568
14. Maps Acquisition List	Bi Wkly	10	55	260/1,430

<u>Pubs.</u>	<u>Freq</u>	<u>Dist Pt</u>	<u>Copies</u>	<u>Total</u>
15. Maps Acquisition List	Mthly	12	64	
16. EIC-WGR Series	Bi Wkly	24	231	
17. RR GM Series	Mthly	20	140	
18. * OCI HB	"	17	123	
19. RR/ SR Series	"	16	163	
20. Consol. Trans Survey (FDD)	Mthly	26	135	
21. CTS (Supplement)	"	21	101	
22. NIS Qtrly Report	Qtrly	34	431	
23. Response to Travel Folder Regiments	Wkly	4	15	
24. OTR Catalog	Yrly	34	740	
25. " Bulletin	Wkly	34	807	
26. " Bullet (Spec)	Wkly	35	681	
27. " Posters	LA	34	160	
28. Studies In Intell.	Bi Mthly	48	968	
29. Accessions List (Travel Folder Prog)	Mthly	10	99	

<u>Pub</u>	<u>Freq</u>	<u>Dist Pts</u>	<u>Copies</u>	<u>Total</u>
30. Agency Regulatory Material	Daily	34	900	
31. FDD Summaries	twice Daily	33	100	
32. Radio Propaganda Reports	Weekly	20	117	
FBID. 33. Trends & Highlights <sup>②</sup>	Weekly	20	117	
Moscow Broadcasts				
34. Survey Bloc <sup>⑦</sup> Broadcast	Weekly	20	117	

Publications Disseminated from

STAT

Regulatory Material  
Intelligence Publications

ORR

OCR

OCI

FDD

NIS (Bulk are distributed from  
Admin. Plant)

STAT

Support Bulletin

Publications Dissem from Supply Div.

Supply Catalogs -

STAT

Cables from outside

Suggested Documents Not Requiring  
Logging by Sender Because  
of Chrono Files (Or Case files)

Travel Orders

Vouchers (if case or chrono filed)

Overtime Requests

Overtime Reports



## 1. Comptroller

Travel Orders

Regulations

Vouchers

Survey Reports

Requests for Overtime

Reports of Overtime

T & R Reports

IBM Listings

## 2. Logistics

Requests for Parking Space

Printing requisitions

Requisitions for Supplies and Equip.

Work orders

Requests for telephone services

Typewriter Repair Records

Purchase Orders and Vouchers

## Shipping Documents and Requests for Shipping

### 3. Medical

Requests for Medical Examination  
of Info from Med Records.  
Reports of Sick Leave.

### 4. Personnel

Employee Suggestions & Evaluations  
Fitness Reports

Military Reserve Papers

Biographic profiles }  
Personnel folders } logged in and out  
at Pers. Selection Staff  
Item # 78 OP RCS.

Position Descriptions

Career Membership Applications

### 5. General Counsel

Status of Executive Orders.

Security

Training

Requests for Training (Internal/External)  
OTR Pubs. (catalogs, manuals,  
bulletins, etc)  
Assessments and Evaluations

## Documents

### 1. Intelligence Publications

### 2. Administrative Support Publications

- a. Support Bulletins
- b. Regulations, Notices, HB's
- c. Training Bulletins, catalogs
- d. Supply catalogs

### 3. Support Documents

- |                |          |
|----------------|----------|
| a. Logistics   | g. Commo |
| b. Personnel   |          |
| c. Training    |          |
| d. Security    |          |
| e. Medical     |          |
| f. Comptroller |          |

1. Does all incoming and outgoing mail clear through a registry?
2. What types of logs are used
3. Is material logged because of its operational, or security significance?